



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Workforce Benefits and Services Officer
<b>JOB ANNOUNCEMENT NUMBER</b>	16115
<b>SALARY RANGE</b>	\$106,263 - \$138,136 Annually
<b>OPEN PERIOD</b>	June 13, 2014 to June 12, 2015
<b>POSITION INFORMATION</b>	Full Time Rotational
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

**\*\*\*OPEN UNTIL FILLED:** This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

\*\*\*This announcement advertises a **GS-14** position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.\*\*\*

## Component Mission:

The Mission Support Directorate (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, Financial Resources, Contracting, Security, Support Policies, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

## DUTIES:

### Major Duties and Responsibilities:

Develop and manage complex HR projects or programs that require the application of a wide range of advanced HR principles, concepts, and practices to ensure their successful implementation within the Office of the Director of National Intelligence (ODNI).



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Provide substantive information, advice, and counsel to ODNI senior leadership on the development, implementation, and management of complex HR programs which are based on general guidelines that require considerable interpretation and ensure that the programs are aligned with and directly support the organization's strategic mission objectives.

Serve as an effective liaison between HR and ODNI organizations, listen to and understand the needs of the organizations and make specific recommendations designed to ensure that HR programs meet their needs and support their overall mission.

Develop strategic and tactical plans to support HR program initiatives; lead the development, implementation, and evaluation of HR programs in response to corporate HR directives and/or mission requirements.

Cultivate and maintain productive working relationships with colleagues, HR experts, and senior leadership to share information of interest, explain the specifics of HR programs and, when appropriate, influence and persuade managers to accept and implement findings and recommendations.

## **Additional Duties and Responsibilities:**

Serve as ODNI expert for federal benefits; ensure the provision and communication of federal benefits to the ODNI workforce.

Leverage extensive knowledge of all federal and organizational benefit policies and ensure ODNI benefits are in compliance with federal regulations and guidance.

Deliver proactive ODNI health and benefit education, initiatives, and outreach.

Deliver superior customer service support and impeccable information in response to ODNI workforce and leadership benefit requests and inquiries.

Identify methods for improving the workforce's health and welfare and deliver programs to ensure overall well-being of the ODNI workforce.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

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### **Required Knowledge, Skills and Abilities (KSAs):**

Mastery of HR Management principles, concepts, regulations, and practices and proven consultative skills sufficient to resolve HRM problems not susceptible to treatment by standard methods.

Extensive knowledge of Federal and ODNI HR regulations, policies, and unique authorities in order to address organization/business issues and questions.

Demonstrated ability to develop and effectively manage complex HR projects, assess customer requirements, identify dependencies, and manage and mitigate risks.

Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on HR programs and issues; excellent use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

## **Desired KSAs:**

Extensive knowledge of federal retirement systems, eligibility rules, and benefits.

Extensive knowledge of federal benefit, leave, and investment programs gained through relevant experience and education.

Demonstrated ability to leverage benefits and service knowledge to deliver premier, proactive customer service across the organization.

Demonstrated program manager experience to include: developing project plans; creating an annual spend plan and ensuring successful execution of approved funding; creating internal standard operating procedures; codifying policies, such as an ODNI instruction as required; and effectively communicating initiatives and services to customers throughout the year.

Demonstrated experience working with Microsoft excel and statistical data.

## **HOW YOU WILL BE EVALUATED:**

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## **BENEFITS:**

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### **\*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)**

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

**PERFORMANCE EVALUATIONS** – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

## WHAT TO EXPECT NEXT:

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### **WHAT TO EXPECT NEXT:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.